Attachments & Corrections

Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click "Create Document" and then click on the "Misc. Info" tab. The attachment specific buttons will appear on the right side of the page.
2. Click on the icon next to the "Attachments" drop down box.
3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.
4. Click on the "Open" button.
5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. Multiple attachments may be associated with a document, with the file size of EACH attachment not exceeding 2MB.
6. Click Header tab to return to the 2-in-1 and click the "Submit" button.

Corrections before Submission

1. If after reviewing the invoice information you notice an inaccuracy, click "Return". This will take you back to the data capture screen to make revisions.
2. Once the information is correct, click "Create Document" then "Submit" on the "Header" tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.
3. If additional invoices or receiving reports are to be created, choose "Return". This will take you back to the initial WAWF input screen.

Training & Information

WAWF Production Site

https://wawf.eb.mil

Web-Based Training Site

http://www.wawftraining.com

WAWF Practice Site

https://wawftraining.eb.mil

Navy WAWF Assistance Line

1-800-559-WAWF (9293)

Navy WAWF Quick References

http://www.abm.rda.hq.navy.mil/
navyaos/content/view/full/99

DISA Ogden Help Desk

1-866-618-5988

cscassig@ogden.disa.mil

WAWF
Quick Reference

Creating a 2-in-1 Invoice

(Services Only)

Created by Universal Consulting for the
US Navy

Creating a 2-in-1 Invoice (Services Only)

Getting Started

1. Go to the WAWF Production site at https://wawf.eb.mil
2. Click on Logon, type your user ID and Password and click "Submit".
3. Click the "Vendor" link on the left side of the screen.
4. Click on the sub-link "Create New Document".
5. Type in contract number and delivery order number (if applicable).
6. Select the CAGE Code for your company from the drop down box and click continue.

Note: If the contract data for the contract number is not available in EDA, contact your contracting office.

7. Enter the Pay DoDAAC and click "Continue".
8. Click on the radio button for "Invoice as 2-in-1 (Services Only)" or check the "Template" box to create the invoice by copying forward from a previous invoice. Click "Continue".

Note: For the "Template" function, please verify the information from the previous invoice.

Routing Information

9. Complete the mandatory fields (designated by an asterisk) for the following roles:
   - Issue DoDAAC (may default)
   - Admin DoDAAC (may default)
   - Inspector DoDAAC (if required)
   - Acceptor DoDAAC
   - LPO DoDAAC and click "Continue"

Note: Routing Codes are in the contract, if not, contact the contracting officer.

Pre-Population

10. To populate the Invoice Line Item Tab with information directly from the contract, click the "Populate CLINs" button below the Routing Information.
11. Click the Contract Line Item, or CLIN, you would like to invoice and click "Continue".

Header Tab

12. Type invoice number and invoice date (YYYY/MM/DD).

If Using Pre-Population

13. Click the "Line Item" tab at the top of the page. Under "Line Item Details" heading, click the icon under "Actions" to verify that all information is correct or to fill any empty required fields.
14. If all information is correct, and all required fields are completed, click the "Save CLIN/SLIN" button at the bottom of the screen.

If Line Item Tab NOT Pre-Populated

15. Click the "Line Item" tab at the top of the page. Under "Line Item Details" heading, click the icon under "Actions" to add a line item
16. Type the item number (e.g. 0001 or 0001AA).
17. Type "Service" in the "Stock Part Number", select "SV" for services from the "Type" drop down menu. If the pay office DoDAAC is DFAS Columbus, select "VP" from the "Type" drop down menu.
18. For the "Quantity Shipped", type in the total number of hours, fees or number of supplies.
19. Type "HR" for hours, "WK" for weeks, "LO" for Lots, "EA" for each, or "S1" for semesters in the Unit. For additional Units of Measure, please refer to the "Display Units of Measure Table" link on the left side of the page.
20. Enter the unit price.
21. Complete the description for the CLIN/SLIN.

Note: Enter the Period of Performance for services rendered.

22. Click the "Save CLIN/SLIN" button. If there are additional line items to add, click the icon under "Actions" to add another CLIN/SLIN. Repeat these steps for each additional line item.

Note: To enter transportation charges (I260), submit this amount as CLIN: 9999, with Stock Number of: NONE, Stock Number Type of: VP, Quantity of: 1, Unit of Measure as: EA, Unit Price: with the correct amount, and Description as: Transportation.

Discounts Tab (Optional)

23. Click on the "Discounts" tab if you are offering a discount for payment earlier than the term of your contract. Complete the requested data fields, click the "Save Discount" button.

Comments Tab (Optional)

24. Click the "Comments" tab if you would like to add a comment.

Misc. Amounts Tab (Optional)

25. If your contract states miscellaneous amounts (e.g. taxes), please enter them here.

Submitting the 2-in-1

26. Click the "Header" tab to return to the data capture screen.
27. Click "Create Document". This will allow you an opportunity to review the invoice and attach any documentation (see instructions on the back) or make corrections prior to "Submitting" the invoice.
28. When everything is correct, click "Submit". You will receive a message that email notifications have been sent.
29. When everything is correct, click "Submit". You will receive a confirmation email.